

**Submission Guidelines for
1.5.14.2 Quality Improvement Plan
(3% of Total State General Funds)**

General guideline: By August 31, 2006, please submit a summary for **each** quality plan and/or continued plan building upon last year's work, for a maximum of three (3) outcome initiatives that your Center is proposing for the upcoming year. DMHMRS shall review, approve, or negotiate the proposed plan(s) within 30 days of receipt. Plans must be submitted electronically. The following plan elements for each quality improvement area will need to be submitted for review:

New Plan(s):

1. Name of Center
2. A description of the proposed outcome information (Child Behavior Checklist, Brief Psychiatric Rating Scale, Organizational Readiness Scale, etc.) that will be used for Quality Improvement (QI) considerations (including a copy of any tools that may be used that is not currently required by the Department). Please include data collection method, and baseline results if available.
3. Statement of objective(s). The statement of objective(s) may include information about what you are specifically interested in knowing, and what you hope to accomplish.
4. Rationale for choosing outcome area. The rationale should include why the chosen area of interest is important or significant.
5. Proposed structure for reviewing information and expected reporting format. (Descriptions should include a framework for managing and using the outcome which may include the following: continuous management of the outcomes including intermittent reviews and quality assurance activities, a structure for reviewing information, mechanisms for adapting any applicable policies and procedures, practice protocols, or the need for additional evaluation, team members, and the final report format).
6. Target meeting dates for any major milestones and target date for completion of the QI plan. (If it is a continuous plan, target date for re-evaluating proposed initiatives).
7. Primary contact person.
8. Any additional information deemed useful.

Continued Plan(s):

1. Name of Center.

2. Specify outcome information originating from last year's plan that will continue to be collected and used for upcoming quality improvement initiatives.
3. Highlight major milestones, action steps, policy implications, and/or significant results from last year's implementation.
4. Summarize plan to continue using the outcome data for quality improvement initiatives.
5. Primary contact person.
6. Any additional information deemed useful.

Contact Person for Questions: Louis.Kurtz@ky.gov (502-564-4860)

Please submit Final QI Plans to: Dottie.Crocker@ky.gov (502-564-4860)

**We invite you to share your findings in poster session format during
the next Department sponsored conference...
tentatively scheduled in May 2007**